

District Director Fact Sheet

updated November 2023

Position Overview

Each of NCMPR's seven districts offers a leadership opportunity for district members who wish to play a valuable role in guiding activities within their district. Those elected to this two-year position oversee the district's finances and membership services, including the annual district conference. Each district director also assumes a voting seat on the national Board of Directors, where they will help shape organizational policy and contribute to the planning of membership programs and services.

Position Term

The district director term begins in March or early April at the close of the national conference that immediately follows their election. A district director may serve up to two terms.

Position Benefits

- Free registration to national conference.
- Travel expenses and accommodations paid for by NCMPR for two annual board meetings held in
 - March/April (pre-and post-conference): NCMPR pays for three out of six hotel room nights and provides a three-day daily stipend.
 - June (immediately following the Leadership Institute): NCMPR covers airfare, ground transportation and four nights' hotel accommodations, plus a four-day daily stipend.
- Direct support from the national office for district director training, district website content management, financial record keeping and reports, membership reports and outreach, district conference registration, conference hotel contract review, exhibitor applications, and Medallion entry payments.
- Extensive networking and collaboration with fellow district directors; the directors-at-large; the board of directors' executive committee, which includes the president, vice president/president-elect, secretary, treasurer, immediate past president, and past president; and NCMPR's national office staff.
- Opportunity to advance to Executive Committee upon eligibility and board appointment.

Responsibilities and Leadership Opportunities

- Select an assistant district director to assist with district operations.
- Appoint and/or recruit members of your District Executive Board to assist with such district matters as conference site selection; statewide membership recruitment; programming; diversity, equity and inclusion; and determination of scholarships and the district Rising Star, Communicator and Pacesetter awards.
- Provide oversight and management of annual district conference, including site selection and recruitment of conference volunteers to lead and assist with on-site logistics, promotion, programming, exhibitor support, Medallion awards, etc.
- Inform and engage district members with outreach communications via NCMPR's Constant Contact email broadcast account and NCMPR social media pages.
- Prepare an annual district operating budget and manage district income and expenditures, generated and incurred largely from district conference-related activity.
- Prepare and deliver a district annual report at the summer board meeting to highlight recently held and upcoming year's district conferences, membership, finances and goals.

Time Commitment

During the course of a year, the district director can expect to spend time on NCMPR-related matters as follows:

March/April: Attend national conference and annual board meeting; host district business meeting during conference; preview district conference dates, theme and location; and recruit volunteers to help plan the district's upcoming fall conference.

April: Convene conference planning, issue call for presentations, and establish planning timeline and budget.

May: Prepare a tentative program, continue to hold conference planning meetings via Zoom, and prepare for Medallion Awards competition.

June-July: Attend summer board meeting at location of Leadership Institute; work District Executive Council to finalize program, promotional materials and Medallion Awards competition; work with NCMPR national office to update district web pages with conference-related content; and promote conference via Constant Contact email blasts and social media.

August-October: Continue working with District Executive Council to secure conference registrations, continue implementation of Medallion Awards competition, notify scholarship recipients and award winners, produce program, and finalize on-site event logistics and hospitality for attendees.

October-November: Conduct and review conference evaluation through NCMPR's Survey Monkey, and secure site for next year's conference if the hotel contract is not already signed.

December-February: Explore sites to host possible district dinner or activity at site of national conference, recruit conference planning chair for upcoming year's conference, delegate responsibilities to conference chair and other members of the District Executive Council, determine conference theme, and prepare preview materials to share with district members at national conference.

Position Qualifications

Individuals interested in seeking election as a district director should:

- Be a member of NCMPR in good standing for at least two full membership years.
- Have the approval and support of their CEO to assume the directorship.
- Have a record of attendance at district and/or national conferences and involvement at the district level.
- Be able to demonstrate dedication to the profession through personal career achievement.
- Have good organizational skills and prior board experience.
- Be willing to accept the responsibilities of leadership.